

AP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Section 55023 and 55024

Evaluative symbols:

A – Excellent (Grade Point = 4)

B – Good (Grade Point = 3)

C – Satisfactory (Grade Point = 2)

D – Less than satisfactory (Grade Point = 1)

F – Failing (Grade Point = 0)

P – Passing (At least satisfactory – Units awarded not counted in GPA)

NP – No Pass (Less than satisfactory) , or failing – units not counted in GPA)

SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

Non-Evaluative symbols:

I – Incomplete

IP – In progress

RD – Report delayed

W – Withdrawal

MW – Military Withdrawal

EW - Excused Withdrawal

Final grades are issued at the end of each semester.

Grades are calculated on a 4.0 scale. (A=4 pts; B=3pts; C=2 pts; D= 1 pt; and F=0 pts)

Grades of P, NP, I, IP, RD, and W have no points attached and are not used in calculating grade point average.

Students' grades in each course will be recorded on their transcripts at the end of each semester.

I (Incomplete) – Used to indicate incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term.

An incomplete contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office.

A student has 1 year to complete the obligations of the incomplete contract. This record

shall remain on file until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

If the terms and conditions of the contract are not fulfilled the “I” will convert to a grade of “F.” A student may petition for an extension of time due to unusual circumstances before the time limit has passed. The “I” symbol shall not be used in calculating units to determine grade point average.

IP (In Progress) – Used to denote that the class extends beyond the normal end of an academic term. It shall indicate that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point average. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for the course.

RD (Report Delayed) – Used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point average.

W (Withdrawal) - Used to denote withdrawal from a class or classes through the last day of the fourteenth week of instruction. The academic record of a student who remains in class beyond the fourteenth week will be graded for the course. For a “W” grade, no notation shall be made on the academic record of a student who withdraws during the first four weeks of a semester. The “W” shall not be used in calculating grade point average, but excessive “W’s” shall be used as a factor in academic probation and dismissal procedures (See BP and AP 4250).

A student planning to withdraw from one or more classes may do so online or in person through the Office of Admissions & Records by submitting a withdrawal form. Failure to do so will result in the student’s being awarded a final grade at the discretion of the instructor for each class in which the student is registered.

MW --(Military Withdrawal): The “MW” symbol may be used to denote military withdrawal of an active or reserve member of United States Military in accordance with Title 5 Section 55024.

EW - Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. The “EW” occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in 55024.

2/6/06

3/10/08

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